

# HARMONY FIRE DISTRICT

P.O. Box 360 – 194 Putnam Pike  
Harmony, R.I. 02829

The regularly scheduled monthly meeting of the Harmony Fire District Executive Board was held at the Harmony Fire Station on **Thursday, May 19, 2011.**

Present: Chief Stuart Pearson; Moderator - Raymond Fogarty, Jr.;  
Treasurer - Sandra Owens; Tax Collector - Kimberly Barber;  
Attorney - Fred Mason, Jr.  
Board Members - Louise Michaels, Milton Huston,  
James Richards & George Kain

Absent: Association Representative – John Falco, President – excused

**I. – Meeting Called to Order: 6:13 pm** by Moderator Fogarty.

**II. - Approval of the Minutes from the April 21<sup>st</sup> meeting.**

Moderator Fogarty asked the board if there were any discrepancies to note on the minutes from the April 21<sup>st</sup> meeting. If there are no corrections, he would like to call for a motion to accept them.

George made a motion to accept the minutes. Jim seconded the motion.  
The motion carried unanimously.

**III. – Approval of Bills:**

A check register of bills to be paid was provided to all board members in their folder.

Louise made a motion to approve the bills. Jim seconded the motion.  
The motion carried unanimously.

**IV. - Treasurer's Report:**

Sandy presented Treasurer's reports for the months of **March & April.**

A revised copy of March's report was presented. Beginning balance March 1<sup>st</sup> was \$340,040.12 and ending balance March 31<sup>st</sup> was \$336,185.41. It was a routine month.

Beginning balance April 1<sup>st</sup> was \$336,185.41 and ending balance April 30<sup>th</sup> was \$327,972.91. Sandy noted that we have started to go over budget in some line items approaching the end of the year. For example line item #60510 Heat expense. She suggested that we up this account next year.

Sandy asked Kim about some revenue that was received she wasn't sure how to post. Kim and the Chief informed her it was for expenses to repair the reserve rescue that were split with Chepachet Fire District.

Louise asked about line item #60121 – Tax Sale Expense, the amount listed is \$8,176.08. Kim explained that there had been tax sale redemptions and the amounts posted in that account

needed to be reclassified. When this journal entry is done it will affect line item #40100 – Tax Revenue.

George asked line item #12000 – Misc. CFD & WGFD on the front page of the April Treasurer's Report, it stays the same each month \$7,378.26. Sandy believes it may be some money that was billed out last year and came in last July. Her & Kim will look into it.

Louise made a motion to accept the Treasurer's report. Jim seconded it. The motion carried unanimously.

#### V. - Tax Collector's Report:

Taxes receivable balance as of today's date is \$92,830.00. Taxes collected in the month of April were \$18,568.78. Collections were good from the past due notices.

Third party billing collected in the month of April was \$2,124.91. We are currently transitioning between third party billing companies, we started with Dawson Group on March 24<sup>th</sup>. Sandy asked what percent Dawson is charging us. Kim stated that they are honoring the 3 year contract at 5% we had signed with Healthcare Management last July. Additionally, Dawson will not be charging us the \$40 electronic submission fee each month that Healthcare Management did.

Kim completed the on-line course through CCRI receiving a 97% on the final exam.

George made a motion to accept the Tax Collector's report. Louise seconded it. The motion carried unanimously.

#### VI. - Chief's Report:

There was a 2 day Navigational Training class hosted by HFD. 7 members of our department, as well as individuals from CFD, WGFD, Glocester PD & Smithfield FD attended. It was quite interesting combining skills for compass & GPS navigation. This class was paid for by a grant received from RI DEM.

This year's Glocester Firefighters Banquet was held at the Thompson Speedway in CT on May 7<sup>th</sup>. The event went over quite well, as always, everyone had fun. Captain David Plante was given an award for his 40 years of service to HFD.

In preparation for the Annual Meeting we have been working hard on the budget and getting the building cleaned up for the event. The poles & doors in the meeting room have been repainted.

Additionally the dry hydrants will also be attended too. The paint has been purchased, we are just waiting for the weather to break in order to get them done.

We have received a quote from AA Thrifty Sign & Awning to have the awning over the office door replaced. It has been up 11 years and is weathered and torn.

We are starting Lifespan's *Patient Tracking System* at the end of this month. How PTS works is our EMT's place a wrist band on their patient, after it is scanned into the computer, and it is sent electronically to the receiving hospital letting them know the patients status. This computer system is networked through all the local hospitals and any information/history they may have pertaining to that patient will be automatically displayed.

We also have another module that will be connected to the computer which will transmit the 12 lead EKG's to the hospital also. We are hoping to have this up and running by the end of the month as well.

There was a very nice thank you note received from crew member Bob Pierce, address to the board, thanking them for the gift he received at the banquet this year. The Chief passed the letter around for all to read.

Also received were 2 donations this past month: \$100 from a grateful patient from a recent rescue call & \$50 from Geoff Malo towards the banquet.

There was a letter received from the Gloucester Public Safety Commission yesterday. We are on the agenda for their meeting Monday night, 5/23, at Town Hall, Room #6 at 6:30 pm. This is in regards to the "Speed Tables" on Absalona Hill Road.

#### *Upcoming Events:*

Special Olympics Torch Run Friday 6/3.

HFD Golf Tournament Saturday 6/18 – flyer available if anyone wants to attend.

Jim asked the Chief what the status was on the International [Engine 23] with the pump. He stated that he now has a quote to have the rear seal of the pump on the back side repaired, it not the packing. This is a labor intensive repair that will cost about \$7,000. George commented it is on the third stage, the Chief agreed. The other suggestion was to cap it & run it dry, but this would cause something to happen to the barrens and many more issues. George said it cannot be run dry. George asked how much is it leaking. The Chief replied a lot, he doesn't think it will pass the pump test at the end of the month. Further discussion followed. Jim stated that if it does not pass the pump test, we should consider our options.

Louise made a motion to accept the Chief's report. Jim seconded it. The motion carried unanimously.

#### **VII. – Harmony Fire Department & Improvement Association Report:**

Due to John's absence there was no report available to present.

#### **VIII. - Committee Reports:**

- a. Policies & Procedures Manual – Milton, Chair  
No report available due to Milton's absence.
- b. Charter & By-Laws Review – George, Chair  
George would like to ask Senator Fogarty if he knows the status of our updates.

#### **IX. - Old Business:**

- a. Update of RIDOT Road Work in Harmony.  
Invited Guests: Senator Paul Fogarty,  
Representatives Michael Chippendale, Tom Winfield & Cale Keable,  
RI Department of Transportation Representatives  
*This line item will be heard after the normal meeting agenda at 7:00 pm  
when the invited guests are scheduled to arrive.*

Making a presentation for the RI DOT was Robert Smith, P.E., Deputy Chief Engineer/Design and his assistant Gene a Road Engineer.

- b. Gloucester Public Safety Commission – “Speed Tables”  
*Addressed in Chief’s Report.*
- c. Fiscal Year 2011-2012 Budget  
*This line item will be discussed after the invited guests are through with their presentations.*

Sandy supplied the board with a budget worksheet and discussion of the adjusted expenses line-by-line was as follows:

Third Party Billing Fees (60101)

This expense has been reduced from \$4,250 to \$4,000. This represents 5% of the anticipated \$80,000 of third party billing revenue.

Legal (60105)

Attorney Mason has renewed his contract at the same rate.

Audit (60110)

Geoff Malo, our Accountant, has renewed his contract at the same rate.

Insurance (60115)

This expense has been reduced from \$28,350 to \$28,000. Our agent always tells us to allow for a 5% increase each year, however the actual expense for last year was lower than our budgeted amount. Therefore Sandy has proposed slightly reducing this account.

Office Expense (60125)

We will be splitting this accounts expenses and creating an account titled IT (60150) in the amount of \$7,000. Expenses moving to this account will be the copier lease & the property tax associated with it, monthly & annual website charges, monthly internet charges, the PTS modem fees, IT consultant fees, Opal support & back-up service, FirePro support, etc. The Office Expense (60125) will now be \$4,000.00

Admin. Salary (60200)

Executive Session will have to be called to discuss this line item.

Call Pay (60205)

This expense will increase from \$43,000 to \$45,768. There will be an increase of \$.50 per call to match the per/diem increase.

Chiefs Salary (60210)

This has been increased by the contractual amount.

EMS Personnel (60211)

This expense will increase from \$60,510 to \$65,000. At a Chief’s meeting it was agreed that there would be an increase of \$.50 per/hour for the per/diem coverage at the Gloucester Fire Departments. This will bring us more in line with neighboring communities.

Fringe Benefits (60223)

This expense will increase from \$35,000 to \$36,000. This account includes Blue Cross, Delta Dental, Health Insurance Stipend, Clothing Allowance, Grant Incentive.

Equipment Replacement (60300)

This expense will increase from \$6,500 to \$6,700.

Consumable/Services (60305)

This expense will increase from \$5,500 to \$5,700.

Training (60320)

This expense will increase from \$7,000 to \$7,300.

Kim stated that these previous 3 accounts are very tight each year, so we raised each one slightly to give a little bit of wiggle room.

Vehicle Maintenance (60410)

This expense will increase from \$18,000 to \$20,000. George asked if he thought we were budgeting enough in this category, with the vehicles getting older? The Chief stated he too was worried about this account. Therefore the increase.

Louise asked if there was any place else we could get money from in an emergency. George suggested, in an emergency, we could draw from the equipment fund. Sandy said we could it would just be a matter of making a motion to transfer the funds.

Fuel (60420)

This expense will increase from \$9,000 to \$10,000. Kim said that Bill Reichert will not freeze in this rate yet. He stated we should estimate at \$4.00 per/gallon x our usage.

Maintenance (60500)

This expense will increase from \$13,000 to \$14,000. The Chief stated that this past year we went over on this account, largely due to the snow removal charges. It was a tough winter. We had to pay for equipment to come in and move the snow piles.

Heat (60510)

This expense will increase from \$7,500 to \$17,000. Kim said that Bill Reichert will not freeze in this rate yet. He stated we should estimate at \$3.50 per/gallon x our usage.

Life Insurance (60610)

This expense will increase from \$15,225 to \$16,100. Our agent always tells us to allow for a 5% increase each year.

Capital Improvement Fund

Facility Improvements (new account #61120) \$30,000

Funds will be used to make energy savings upgrades within the building and upgrade the bathrooms.

Capital Improvement Fund - *Carry Forward from Previous Years*

Personnel – HR Manual (61117) \$1,352

Efficiency Improvements (61119) approximately \$1,000

Sandy will retype the spreadsheet with the above changes and e-mail to the board.

**X. - New Business:**

George had a proposal to present to the board regarding a RISE electrical study he recently had done in conjunction with National Grid. He had been involved with the same type of project for the Town of Glocester and thought the fire district might also benefit from it. The project would upgrade & replace lighting fixtures throughout the building, adding motion sensors in appropriate locations. Total cost for the project would be \$6,570 normally, but through National Grid's program, it would half with several payment options available. Some discussion followed regarding the payment options. Todd Blanchette is the project coordinator for National Grid and a local electrical contractor, S & S Electric, would be completing the job. Some discussion followed about the staging required for the job and it was decided it would be best to get an

additional quote to have it professionally done, eliminating any liability issues. The board thanked George for all of his work on this project.

Jim made a motion to accept the RISE proposal paying after 7/1/11 in a lump sum of \$2,616.85 with a 15% discount. Louise seconded it. The motion carried unanimously.

Ray mentioned that there is another upcoming grant he is looking into to get a solar energy package where we could zero out our electrical bill, if not even make money off of it.

The Chief asked the board about paying for the new Jaws of Life equipment. The total invoice will be \$16,836.00. This equipment was bought over 5 years ago with a grant. Some discussion followed about how to budget the expense.

Louise made a motion to expend the existing capital expense budget and whatever operating budget remains, with the balance, if any, to be paid in the upcoming fiscal year as a new capital expense. Jim seconded the motion. The motion carried unanimously.

**XI. - Public Input:** No audience.

**XII. – Executive Session:** None called.

**XIII. – Adjournment:**

The Board recessed for presentations from the invited guests at **7:55 pm** and the meeting reconvened at **8:27 pm** to go over the Fiscal Year 2011-2012 Budget.

Louise made a motion to adjourn the May meeting of the Harmony Fire District Executive Board at **8:50 pm**. George seconded it. The motion carried unanimously.

The next meeting of the Harmony Fire District Executive Board  
will be the **Annual Meeting** scheduled for **Saturday, 10:00 am, June 4, 2011**  
at the Harmony Fire Department.

**Voting Polls** will be open **Friday, June 3, 2011** from **5-8:00pm**  
& **Saturday, June 4, 2011** from **8-9:45am**.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kimberly S. Barber".

Kimberly S. Barber  
Tax Collector/Secretary